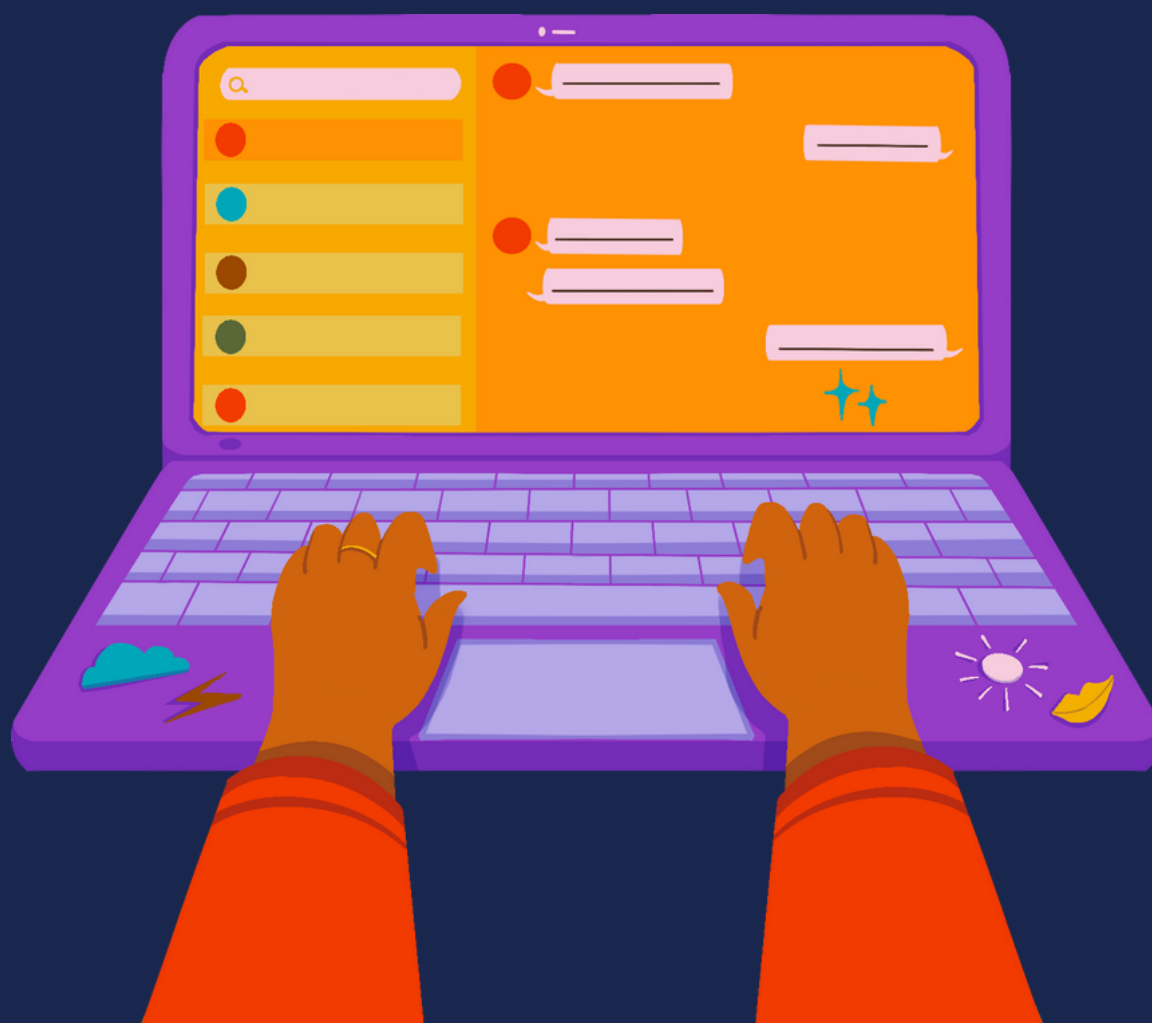


Sustainable Development Goals for Pupils

Digital Skills Course Curriculum

Module 3: Managing Digital Technologies in Teaching and Learning



Imprint

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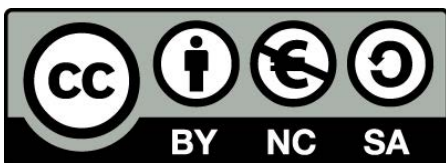
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Introduction

Education is changing and evolving every day, making digital skills to become irreplaceable and needed for both educators and students. The Erasmus+ Project Sustainable Development Goals for Pupils recognized this growing need and has worked on a structured digital skills course tailored for teachers accompanied with Power Point Presentations, quizzes, videos. This course empowers educators to include technology more into their professional practice, enhancing communication, collaboration, and pedagogical innovation. By bridging the gap between digital tools and sustainable teaching practices, this initiative aligns with global education goals, fostering inclusivity, active engagement, and lifelong learning.

The course contains six modules, each focusing on a different aspect of digital education. These modules aim to empower teachers with practical skills, theoretical knowledge, and actionable strategies for using digital technologies effectively in their classrooms. From fostering collaboration to empowering students' digital competence, the modules provide a roadmap for educators to thrive in a technology-driven world.

Module 1: Using Digital Tools for Cooperation and Communication

This module focused on how digital technologies can make easier collaboration and communication among teachers, students, and broader educational communities. Educators will learn to leverage platforms for professional networking, peer collaboration, and real-time communication, fostering a culture of shared knowledge and mutual support.

Module 2: Digital Resource Selection, Modification, Creation, and Sharing

In this module, teachers will dive more into the ethical and practical considerations of selecting, adapting, and creating digital resources. It emphasizes the “dos and don'ts” of resource management, ensuring that educators can curate and share content responsibly while aligning with their pedagogical goals.

Module 3: Managing Digital Technologies in Teaching and Learning

This module is focused on effectively integrating digital tools into teaching practices. Educators will explore principles for managing digital technologies to enhance student engagement, support diverse learning styles, and foster collaborative and self-directed learning environments.

Module 4: Digital Tools and Assessment Techniques for Teachers

Assessment is a critical component of education, and this module introduces teachers to various digital tools and techniques for evaluating student performance. It emphasizes feedback and progress analysis, helping educators to choose assessment strategies that are both effective and aligned with modern pedagogical needs.

Module 5: Improving Digital Technology Inclusion

Inclusivity is a cornerstone of education, and this module delves into ways to use digital tools to enhance accessibility and personalization. Teachers will learn to create inclusive classroom environments where all students, regardless of their background or abilities, can actively participate and benefit from digital learning.

Module 6: Promoting Students' Digital Competence

The final module focuses on empowering students to use digital technologies creatively and responsibly. Educators will explore practices that enable students to develop critical digital competencies, including communication, content creation, and problem-solving. These skills prepare students to navigate the digital world with confidence and innovation.

Each module focuses on a distinct area of digital integration, giving educators the skills and tactics they need to create a modern, inclusive, and technology-driven learning environment. This course will help teachers improve their digital literacy while also inspiring their pupils to become engaged and responsible digital citizens.

By working through these modules, educators will gain a comprehensive understanding of how digital tools may revolutionize their teaching approaches. The Erasmus+ Project Sustainable Development Goals for Pupils aims to provide teachers with the skills they need to establish sustainable, inclusive, and future-ready classrooms, ensuring that education evolves in tandem with technological improvements.

Module 3: Managing Digital Technologies in Teaching and Learning

Introduction	<p>In order to establish dynamic and productive learning environments, modern educators must effectively manage digital tools in the classroom. Teachers need to acquire the skills necessary to successfully incorporate a variety of digital technologies into their pedagogy as technology becomes more and more integrated into education. This entails knowing how to choose suitable technology that support learning goals and raise student involvement and engagement.</p> <p>Keeping educators knowledgeable about the resources at their disposal is essential to effectively handling digital technologies. This can include interactive platforms like Kahoot! and Padlet as well as learning management systems (LMS) like Google Classroom or Moodle. Teachers can enhance the dynamic and interactive nature of learning by utilizing these tools to let students communicate, collaborate, and provide feedback to one another.</p> <p>Teachers also need to understand the practical and moral implications of digital technologies. This entails being aware of data privacy, encouraging good digital citizenship, and managing screen time. Teachers may create a climate that promotes safe and courteous online interactions by teaching students about responsible technology use.</p> <p>Additionally, in order for educators to stay current with evolving technology and best practices, they must engage in ongoing professional development. By taking part in webinars, workshops, and cooperative networks, educators can exchange techniques and experiences, improving their capacity to properly manage digital technology. Effective use of digital technologies enhances the educational process and gives students the digital competencies they'll need to succeed in the future and navigate a world that is becoming more and more dependent on technology.</p>
Learning objectives	<ul style="list-style-type: none">» Examine and choose the best digital tools to improve student engagement and the efficacy of instruction.» Develop and adapt digital resources that satisfy a range of learner needs and are in line with curriculum objectives.» Adopt best practices for handling digital tools while encouraging moral conduct and digital citizenship.
Learning competencies	<ul style="list-style-type: none">» Show that you are able to assess and choose digital resources that will best help you achieve your teaching and learning goals.» Use techniques to develop and modify digital resources for various learning environments and student requirements.» Use digital tools wisely to encourage student participation, cooperation, and appropriate online conduct.

Identifying Essential Digital Tools	<p>One of the most important aspects of teaching in the modern day is figuring out which digital tools are necessary. This helps teachers improve student results and the learning process. To effectively support their teaching practices in the modern digital age, educators need to become familiar with a wide range of resources, such as content development tools, communication platforms, and learning management systems (LMS).</p> <p>Learning management systems, like Google Classroom, Moodle, and Canvas, function as central locations where teachers can arrange course materials, monitor student advancement, and oversee virtual exams. By streamlining administrative duties, these systems free up teachers to concentrate on providing students with meaningful experiences and interesting information. Teachers can set up a structured learning environment that works for both in-person and remote learners by using an LMS successfully.</p> <p>Keeping the lines of communication open between educators and students also requires the use of communication technologies like Zoom, Slack, and Microsoft Teams. Real-time collaboration is supported by these tools, facilitating peer-to-peer exchanges, conversations, and feedback. Teachers can encourage a sense of community and engagement in their students by including communication platforms into their lesson plans. This is important since it increases student motivation and participation.</p> <p>With the help of content production technologies like Canva, Prezi, and Nearpod, educators can produce engaging and interactive lesson plans. With the use of these tools, teachers can create materials that accommodate various learning preferences, increasing students' access to and engagement with the material. Teachers can present material in creative ways that improve comprehension and retention by utilizing content development tools.</p>
	<p>To make sure they meet educational needs, teachers should follow certain guidelines while choosing pertinent resources. Usability, accessibility, and connection with curriculum objectives are important considerations. Resources must be simple to use so that teachers and students may navigate them with ease. Additionally, accessibility is essential; all learners, including those with disabilities, must be able to use the tools. In order to ensure that resources effectively complement instructional practices, they should also be aligned with educational standards and learning objectives.</p> <p>Teachers may establish more dynamic, inclusive, and productive learning environments that cater to the varied needs of their students by recognizing and leveraging the crucial digital tools available to them. In addition to improving instructional strategies, this proactive strategy gives students the tools they need to succeed in the digital age.</p>

<p>Integrating Digital Technologies in the Classroom</p>	<p>Incorporating digital tools into the classroom is important for improving learning outcomes and satisfying the varied requirements of today's students. Teachers must take a strategic approach to integrate technology in a way that supports curriculum goals and learning objectives. Teachers may create a dynamic and engaging learning environment that encourages student participation and achievement by implementing effective approaches.</p> <p>Effective integration requires a number of approaches, including preparation and coordination. The first step for teachers should be to clearly define the learning objectives and curriculum goals. This entails figuring out what knowledge and skills students must acquire and how technology may help with this process. For instance, if a science teacher wants to improve critical thinking abilities in their students, they can use virtual labs or interactive simulations that let students conduct experiments and examine results instantly. Using digital tools to promote student collaboration is another successful strategy. Students can collaborate in real time on projects and exchange ideas by using platforms such as Microsoft Teams, Padlet, and Google Docs. Teachers may help students develop communication, cooperation, and problem-solving skills—all crucial 21st-century competencies—by including these tools into group projects.</p> <p>Another essential component of incorporating digital technologies is personalization. Differentiated education is made possible by the use of adaptable learning platforms by teachers, which modify content to fit the needs of each individual learner. This method guarantees that every student may interact with the content and meet their learning objectives, irrespective of their rate of learning.</p> <p>Teachers should also be ready to give themselves and their pupils continuous assistance and training. This involves pupils with the technology they will be utilizing as well as providing advice on how to use it efficiently. Through the provision of materials and the modeling of best practices, educators can enable students to take charge of their education and use digital tools with confidence.</p>
	<p>Finally, reflection is essential to ongoing development. It is imperative for educators to consistently evaluate the efficacy of the technology they include, soliciting input from pupils and modifying their methods accordingly. This reflective practice guarantees that technology stays in line with educational goals and improves teaching practices, which together result in a more effective and lasting learning environment.</p>

Training and Professional Development

Primary school teachers must get training and professional development, particularly in light of the constantly changing role that technology plays in the classroom. By participating in professional development, educators can improve their technical proficiency while also gaining cutting-edge teaching techniques that will greatly benefit their pupils. With the growing integration of digital tools into the classroom, educators need to stay up to date on the newest innovations and industry best practices.

In the field of technology, professional development is quite valuable. Good training enables educators to use digital resources to enhance learning outcomes and student engagement. Additionally, it promotes a culture of ongoing development by motivating teachers to experiment with novel approaches and exchange insights with peers. Teachers who take part in professional development activities can become more competent with digital tools and do their jobs more successfully.

Numerous tools and platforms provide excellent chances for professional growth. A variety of courses created especially for educators are available on platforms such as **edX, LinkedIn Learning, and Coursera**. These platforms frequently provide training on employing particular digital technologies, improving online teaching techniques, and incorporating technology into lesson planning. Teachers can learn at their own pace with the flexibility of online courses, which makes it easier for them to integrate training into their hectic schedules.

For educators, ongoing professional development has several advantages. First of all, it fosters teacher collaboration by motivating them to exchange concepts and best practices that improve their instruction. Furthermore, continuous professional development enables teachers to stay up to date on research and trends in education, enabling them to use evidence-based techniques in the classroom. In the end, funding professional development gives educators the tools they need to improve the effective and interesting learning environments for their pupils, encouraging a lifelong love of learning. Primary school teachers can successfully traverse the obstacles of modern education and better prepare their children for success in the future by placing a high priority on training and professional development.

Managing Digital Classrooms

Effective management of digital classrooms requires a blend of tools for organization, student engagement, and community building. Teachers in digital environments must modify conventional teaching strategies for use on online learning environments while retaining students' attention and involvement.

Approaches for Including Students in a Digital Environment: Interactive and student-centered methods are key for educators to use when trying to include students. Peer-to-peer projects, breakout rooms, and group discussions are examples of collaborative activities that increase learning and encourage participation. Maintaining student involvement can be facilitated by encouraging co-creation of content using shared documents or digital whiteboards. Furthermore, gamification techniques like points systems and quizzes might boost motivation. By giving assignments that let students use discussion boards or comment sections to contribute to debates on their own schedule, teachers can also encourage asynchronous engagement.

Creating an atmosphere where students feel comfortable sharing their thoughts and giving prompt feedback are also crucial. Students will feel seen and heard in the virtual environment if interactions are personalized, for as by using students' names and pushing reflection through guided questions.

Resources for Managing a Virtual Classroom: To make running a virtual classroom easier, there are a number of tools available. With features like breakout rooms, screen sharing, and built-in polling, Zoom is a popular choice for live video conferences. A more thorough method is offered by Microsoft Teams, which combines video conferencing with teamwork tools including file sharing, discussion channels, and task management. Teachers can distribute, gather, and grade assignments with ease thanks to Google Classroom, a free application that integrates seamlessly with other Google services like Google Docs, Sheets, and Slides. With its straightforward design that facilitates the organizing of course materials, Google Classroom also makes collaboration easier through announcements and private messaging.

<p>Data Management and Security</p>	<p>In the current digital era, it is imperative that educators and educational institutions protect student data privacy and maintain security. Since more and more personal information, including academic records, health information, and personal identifiers, is kept and managed digitally, it is imperative that student data be protected. Robust data protection procedures are essential since failing to protect this sensitive information can result in identity theft, privacy violations, and other cybercrimes.</p> <p>Making sure that student data is gathered, processed, and maintained in accordance with privacy legislation like the Family Educational Rights and Privacy Act (FERPA) in the US and the General Data Protection Regulation (GDPR) in the EU is one of the main problems in educational data management. Teachers need to be aware of these rules and implement policies and procedures that support safe learning environments while adhering to legal requirements.</p> <p>Several techniques and tools can be used to do this. Encryption serves a key role in protecting student data by transforming sensitive information into coded language, guaranteeing that only authorized individuals may access the data. This safeguard stops unwanted access to data while it's being transferred and stored. Additionally, built-in security features like two-factor authentication (2FA), frequent security audits, and access restrictions to limit who can view and alter information are available on secure systems intended for educational use, such as Microsoft Teams and Google Workspace for Education.</p> <p>In order to maintain optimal practices for data security, educators should also take the initiative. This entails employing secure passwords, upgrading software frequently to fix vulnerabilities, and teaching children the value of internet safety.</p> <p>On a European Level there are guidelines for data protection in Education: European Data Protection Supervisor (EDPS) – Guidelines on Data Protection in Education</p>
	<p>It involves:</p> <p>Ensuring Lawful Data Processing:</p> <ul style="list-style-type: none"> -Get students or parents to agree before collecting any data. - Rely on legal justifications such as necessity imposed by contract or the public interest. -Make sure everyone is informed about the use and access of their data. <p>Data Reduction and Limitations on Use</p> <ul style="list-style-type: none"> - Only gather the personal information required for educational reasons. - Only use data for appropriate, predetermined objectives. -Without express consent, never process data for purposes that are incompatible. <p>Put Strict Security Measures in Place</p> <ul style="list-style-type: none"> -To protect data, use encryption and safe storage. -Limit who is authorized to access data. - Train staff members and update security procedures on a regular basis.

<p>Assessing Digital Learning</p>	<p>The approaches and tools used to evaluate students' learning must change as education becomes increasingly digital. Whether they are summative (used at the end of a unit to evaluate learning) or formative (ongoing, used to improve learning), teachers can now construct assessments that are both entertaining and successful thanks to a variety of digital tools. In addition to enhancing interactivity in the assessment process, these digital tools offer insightful data that may be used to improve instructional strategies.</p> <p>1. Kahoot</p> <p>With the game-based learning platform Kahoot, educators may make entertaining surveys and quizzes. Because it fosters student participation through competitive play in real time, it's an excellent formative evaluation tool. With Kahoot, educators can measure student comprehension rapidly, pinpoint knowledge gaps, and give prompt feedback—all of which contribute to more dynamic and interesting learning.</p> <p>2. Google Forms</p> <p>For developing formative and summative assessments, Google Forms is a user-friendly and flexible application. Teachers can create polls, surveys, and quizzes with the option to automatically grade multiple-choice questions and offer comments. Teachers can track student development and modify their teaching strategies based on the quick analysis made possible by the real-time response collecting.</p> <p>3. Quizlet</p> <p>Teachers may make games, quizzes, and flashcards with Quizlet to let students learn and review at their own pace. This tool is perfect for summative assessments, where teachers may utilize sets of questions to check proficiency, as well as formative assessments, where students can practice ideas. Students can participate in peer learning while getting ready for more difficult exams thanks to Quizlet's collaborative learning capabilities.</p>
	<p>Digital Tool-Based Formative and Summative Assessment Techniques</p> <p>1. Evaluation Forms</p> <p>Monitoring student progress and offering continuous feedback that may be applied to enhance both instruction and learning are the goals of formative assessment. During classes, fast informal polls or quizzes can be made using digital technologies like Kahoot and Google Forms to assess learning in real time. Teachers can also enable conversations, group projects, and student comments by using digital whiteboards or collaborative platforms like Padlet or Microsoft Teams. These resources can give teachers insight into the way their students think. Teachers are able to overcome misconceptions and modify their teaching strategies instantly when they have the opportunity to gather feedback instantly.</p>

	<p>2. Final Evaluation</p> <p>Summative tests are intended to measure student learning at the conclusion of a lesson or term. Teachers can construct quizzes with a variety of question formats, such as multiple-choice, short answer, and multimedia questions, using Google Forms, giving them more structure. Another great resource for more thorough assessment is Quizlet, which lets teachers create tests that students can finish at their own speed. Many of these applications have an automated grading component that saves time and provides a transparent, objective assessment of student achievement.</p> <p>Teachers can improve student outcomes by utilizing these technologies to make assessment more effective, efficient, and data-driven in their teaching practices. In addition to improving the teaching-learning process, digital assessment enables educators to more effectively monitor</p>
<p>Encouraging Student Collaboration and Communication</p>	<p>Teachers can improve the performance of pupils and interpersonal skills by encouraging active student engagement via the use of appropriate tools and strategies.</p> <p>Students can collaborate in ways that mimic real-world teamwork settings with the use of digital collaboration tools. Through problem-solving, critical thinking, and information sharing, collaborative learning helps students get a deeper comprehension of the material. Furthermore, these technologies encourage equitable involvement, making sure that all students—even the more reserved ones—have an opportunity to participate and work together, which aids in the improvement of communication skills.</p> <p>By using these resources, students can also get ready for job market, where digital cooperation is becoming standard practice. Students learn about the numerous kinds of platforms that are utilized in professional settings, whether they are collaborating on group projects or corresponding with classmates who are located in other places.</p> <p>Platforms for Group Collaboration:</p> <p>Tools like Trello and Slack are not simply great for teachers—they are also excellent for boosting student collaboration.</p> <p>Students can handle group assignments more effectively by using Trello, a visual project management tool. For student groups, teachers can make project boards on which members can be given distinct tasks. With lists such as “To Do,” “In Progress,” and “Completed,” students are able to monitor the status of their work and work together more efficiently by leaving comments on assignments, establishing due dates, and adding supporting materials.</p> <p>Students can share documents instantly and participate in real-time discussions using Slack, which functions as a communication platform. With the use of its channel-based system, students can designate distinct areas for certain tasks or conversations, facilitating structured collaboration. Slack’s threaded chat also encourages students to reflect on peer contributions, strengthening their critical thinking and debate skills.</p>

It takes more than simply having the necessary resources to promote collaboration; it also involves developing a shared sense of accountability and teamwork. To get things going, educators can assign group projects that call for collaboration among students utilizing online tools like Trello or Google Docs. Every group member should have a defined role in these projects, as this can assist prevent typical problems like uneven involvement.

Gamification is another useful strategy for creating an enjoyable and engaging collaborative environment. Teachers can design interactive exercises and quizzes that students take together using platforms like Kahoot or Quizlet. This promotes teamwork and reinforces learning objectives.

An Instructional Guide on Using Trello to Improve Student Collaboration

1. Register for a free account on Trello. Students can do this with ease.
2. Make a Board for Every topic: Instructors or students can make boards that are specific to a given topic.
3. Manage the Workflow: To assist with the organization of project tasks, create lists with headings like "Research," "Writing," and "Editing."
4. Create Cards for Tasks: Each group member can add information and attach files to a card for the tasks they have been allocated.
5. Work Together in Real-Time: Students can exchange updates, leave comments on cards, and collaborate.

Students may easily track their contributions and visualize the workflow thanks to Trello's user-friendly interface. This openness ensures that projects get finished more quickly by enhancing responsibility and communication.

[A Comprehensive Guide for Teachers to Use Slack:](#)

Establish or Join a Workspace: To facilitate communication in the classroom, register using your email address and either establish or join an existing workspace.

Establish Channels: To streamline conversation, establish channels for subjects such as "Assignments" or "General Discussions."

Send messaging: To get in touch with students or coworkers, use channels or direct messaging.

Share Files: Immediately upload assignments, photos, or documents into channels.

Integrate Tools: To facilitate teamwork, link programs like Google Drive.

<p>Best Practices and Future Trends</p>	<p>With technologies like artificial intelligence (AI), augmented reality/virtual reality (AR/VR), and gamification changing learning environments, the landscape of educational technology is changing quickly. These new tools are changing how educators interact with their students, design individualized learning programs, and evaluate their progress. In order to properly manage these digital breakthroughs and get ready for the future of digital learning, schools need to implement best practices.</p> <p>The Latest Developments in Educational Technology</p> <ol style="list-style-type: none"> 1. AI in Education: AI is being utilized to develop adaptive learning systems that offer material customization and individualized feedback according to the needs of each individual student. It gives teachers more insight into student performance and allows them to automate repetitive chores like grading. 2. AR/VR in the Classroom: By enabling students to interact with 3D models of difficult topics or explore virtual worlds, augmented and virtual reality improve experiential learning. These technological advancements can provide immersive learning experiences that surpass conventional approaches by making esoteric subjects more approachable and captivating. 3. Gamification: Including game-based components in lectures, including leaderboards, challenges, and awards, increases student engagement and motivation. By encouraging students to participate actively in their education, gamification enhances the interactivity and enjoyment of academic subjects. <p>Schools and educators should prioritize ongoing professional development to make sure teachers are competent with new technologies and ready for the future of digital learning. To safeguard student information, they must also make investments in dependable digital infrastructure, data privacy, and security. When it comes to technology, schools should take a flexible stance, using resources that best suit their unique learning objectives and keeping up with the most recent advancements.</p>
	<p>Leading Schools Using Technology Integration Examples</p> <ol style="list-style-type: none"> 1. Kaarina Schools in Finland: Kaarina was the first to alter classroom surroundings with interactive touchscreens and digital whiteboards. With the use of interactive technology that foster creativity and problem-solving in students, these technologies improve collaboration and add vibrancy to learning. Visit (https://ctouch.eu/cases/kaarina) for further information. 2. Tartu Tamme Gymnasium in Estonia: To improve instruction and student involvement, Tartu Tamme Gymnasium incorporates digital technologies into its curriculum and focuses on developing creative learning environments. The school's dedication to setting the standard for technology adoption is demonstrated by the way it uses interactive resources and digital evaluations. [Tartu Tamme Gymnasium Case](https://triinlingiene.ee/griterasmusplus/objectives/tartu-tamme-gymnasium/) <p>By adhering to these best practices, educators may make sure that they both stay up to date with new developments in the field and help to create a future in which technology is used to improve students' learning results.</p>

Quiz	<p>1. Which platform enables interactive collaboration in addition to classroom management?</p> <p>A) Moodle B) Microsoft Teams C) Kahoot D) Quizlet</p> <p>(Correct: B)</p> <p>2. What is the main advantage of utilizing Google Forms for assessments among the following?</p> <p>A) An infinite number of question types B) The capacity to collect responses in real-time and automatically grade them C) The creation of only multiple-choice questions D) The inability to collect feedback</p> <p>(Correct: B)</p> <p>3. What is the best way to protect student privacy when using digital technologies in the classroom?</p> <p>A) Making student data accessible to the public B) Using encryption and routine software updates C) Relying solely on tools lacking security features D) Local data storage on the devices of the teachers</p> <p>(Correct: B)</p>
	<p>4. Which of the following resources works best for formative assessment and gamified learning?</p> <p>A) G Docs, B) Kahoot, C) Slack, D) Trello</p> <p>(Correct: B)</p> <p>5. What is the most important step in ensuring congruence with curriculum goals when adopting digital technologies?</p> <p>A) Selecting the most widely used tools accessible B) determining learning objectives first, then choosing pertinent technologies C) utilizing any digital tool available, regardless of its applicability D) Giving students total control over the selection process</p> <p>(Correct answer: B)</p>

